Brandeston Parish Council

AGENDA

To: Members of Brandeston Parish Council

You are duly summoned to attend the next meeting of Brandeston Parish Council to be held at 7.30pm on Monday 14th July 2025 at Brandeston Village Hall.

Public Attendance

Members of the public and press are welcome to attend. At item 5, the public will be invited to give their views/question the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will generally be limited to 15 minutes duration and will be followed by any County/District Councillors' or Police reports.

1/14/7 Apologies for Absence: To receive **and vote** on any apologies for absence

2/14/7 To receive Declarations of Interest

3/14/7 To consider requests for dispensations

4/14/7 To resolve that the minutes of the meeting of the council held on 9th June 2025 are a true and correct record.

5/14/7 Public participation session (15 minutes) to include District and County Councillors Reports – none available.

6/14/7 To receive Progress Reports for information

a. PROW
b. Flooding
   i. **To confirm if Brandeston meets the criteria for a S19 investigation; guidance here**
c. SID / Traffic calming – to consider upgrading/updating the current SID. Report attached.

7/14/7 To consider planning applications

None

8/14/7 To consider updating asset valuations in preparation of insurance renewal on 1st October.

9/14/7 Finance

a. To consider banking reconciliation
b. To review the Clerks salary

10/14/7 Audit

a. To receive the internal audit report attached and note the following recommendations to be actioned by the Clerk:

- **Transparency Code Compliance**
  A dedicated webpage titled *Transparency Code* will be created on the new website. This page will consolidate all relevant documentation as required under the Transparency Code for Smaller Authorities. An Accessibility Statement will also be published in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.
- **Pension Declaration**
  The Council's pension re-declaration has not yet been submitted. Although the Clerk does not meet the earnings threshold for automatic enrolment, the declaration must still be completed and submitted to The Pensions Regulator during the current financial year.

- **Community Infrastructure Levy (CIL) Report**
  The annual CIL report for the 2024/25 financial year has not been published online. This is considered an administrative oversight. The Clerk will ensure the report is uploaded and correctly published on the website as required.
- **Council Tax Authority Notification**
  The Clerk was unable to locate a copy of the Council Tax Authority Notification referenced in the Internal Audit. Clarification will be sought from East Suffolk Council to obtain and appropriately file this documentation for future audit reference.

11/14/7 Grants and Donations

None

12/14/7 Payments

Items presented for Payment:

a. SALC Audit: £219.60

14/14/7 Village Maintenance

a. To consider the replacement of the Brandeston Village sign – correspondence from parishioner. Clerk has made initial enquiries.

b. To consider the condition and repair of the Brandeston village pump – raised by a parishioner

13/14/7 Items for consideration for inclusion on the next agenda

14/14/14 Date of next meeting

To confirm the date of the next meeting, scheduled for Monday 8th September 2025.

A Clarke – Clerk and RFO